Module 9

Chapter 1

Building NAF Positions

Chapter Overview

Introduction This chapter explains the position structures used in building NAF positions. It outlines the required data fields and NAF-unique flexfields, and also describes the data to be entered and maintained.

Chapter Contents

Building a NAF Position

Purpose   This section guides you through the steps of building a NAF position. A key responsibility of an HRO is the function of building positions in a serviced organization. A position is required before an applicant can be appointed.
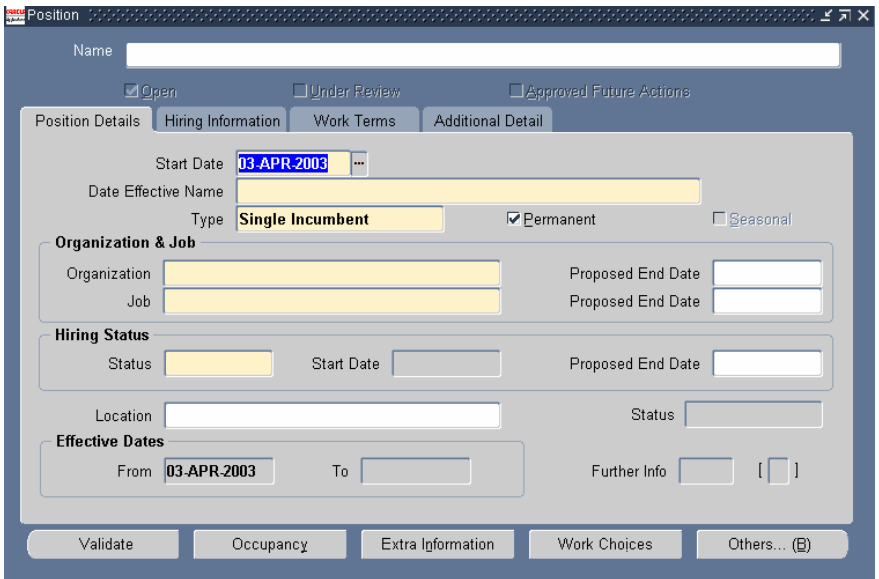

Before You Begin

- Business rules related to specific types of positions will dictate required data fields.
- Some data items NOT used by NAF will auto-populate. In those instances, you must open the flexfield, close, and save the information in order to pass the edits necessary to validate the position.
- Some of the most frequently used data auto-populates from a previous entry when you open the flexfields.
  - In most cases, you have the ability to override the information if incorrect or if you need to change it.
  - In order for the information to store in the system, the flexfield must be opened, closed, and saved even if no changes are made.
- You can validate the position at the main position window or at any of the Descriptive flexfield windows, once all the **required data** has been input.
- At implementation of modern DCPDS, **Position's Organization** (Position Organization Address **(POA)** is already loaded and opens on the LOV in the **US Government Position Group 1** flexfield when building a position. (After implementation, if a new position address is required, you must build it before you validate it.) See **Building a Position's Organization Address (POA).**
  - **CAUTION:** The position will validate without the POA, but you are unable to view the position if the **Security List Maintenance** is run, and will require System Administration assistance.
- For new positions below the PAS Code (AF) or UIC (Army) level, the **Position's Organization (POA)** is updated locally. This information opens in the "TO" and "FROM" data fields on the RPA. All NAF POA's begin with "NAF"
- New positions need to be **linked** (added) to a position hierarchy. Follow your Component's guidance on who performs this task. This task is optional for Army. However, doing so will allow you to view such things as organizational charts. See Module 2, Chap 3, Managing Position Hierarchy.

Building a NAF Position

Navigating to the Position Window

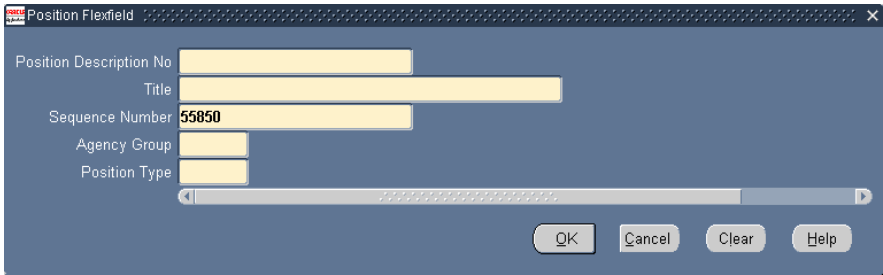| Step	Action
1	Select your responsibility from the **Responsibilities** window; i.e., CIVDOD NAF Personnelist (AF).
2	Click the <**OK**> button. The **Navigator List** opens.
3	**Navigation Path** ∏*Work Structures ∏ Position ∏ Description*
4	The **Find Position** window opens. Use this window to query a position or begin building a position.
5	In the **Position** window, the cursor is in the *Start Date* data field and the current date is displayed. If you need to change the date, use the **Alter Effective Date** Method (Date Track):

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Building a NAF Position, Continued

Completing the Position Window and Flexfields

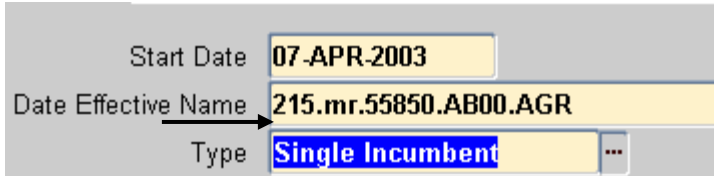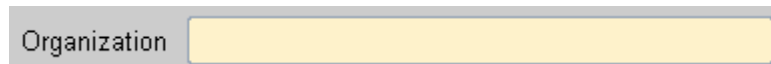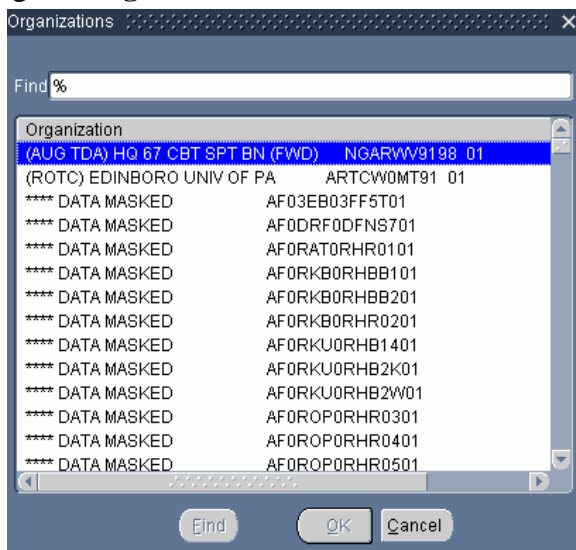Examples provided are used for building an AF NAF position. Army NAF has different requirements in some cases.

Note: For consistency, use all caps (upper case) to complete the data fields.

Step	Action
6	Click the **Alter Effective Date** ⬚ icon on the Toolbar. The **Alter Effective Date** window opens with the cursor in the Effective Date data field: *[Alter Effective Date window]* Effective Date **03-APR-2003** Today's Date **03-APR-2003** OK Reset Cancel Change the *Effective Date* data field to a prior date by deleting the displayed date and entering a new date (DD-MMM-YYYY).
7	Click the **<OK>** button The **Position** window opens with the new *Start* date. **Note:** Once you **save** the position, you cannot go back and change the *Start* date. • If you enter a date in the *To* Date data field, the position will terminate on that date (End Date). • If the position is encumbered, you must reassign the employee. Once the position has been end dated, it is no longer viewable. *[Position Flexfield window]* Position Description No _____ Title _____ Sequence Number **55850** Agency Group _____ Position Type _____ OK Cancel Clear Help Click in the *Date Effective Name* data field. The **Position** flexfield window opens. [**Tab**] to each data field using the LOV to select the appropriate information then click the **<OK>** button **Caution**: If you build the same position in upper and lower case, the system will recognize two separate positions.

Building a NAF Position, Continued

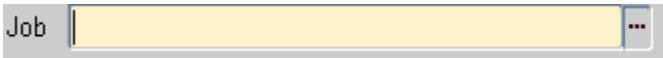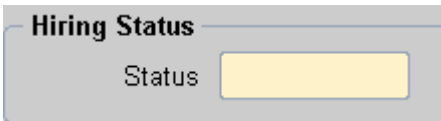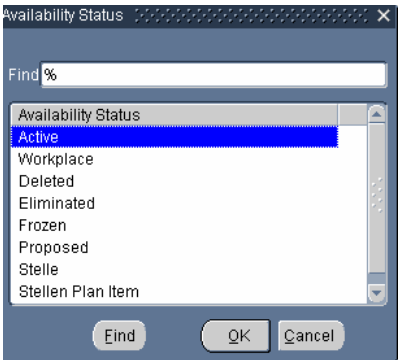**Completing the Position Window and Flexfields** (continued)

Step	Action
8	The **Position** window opens with the *Date Effective Name* data field populated with the values created separated by a period. Start Date `07-APR-2003` Date Effective Name → `215.mr.55850.AB00.AGR` Type `Single Incumbent`
9	Click in the *Organization* data field then click the LOV to select the **Organization**. To avoid a long delay accessing this long list, enter reduction criteria. (Example: %437%). Organization
10	After selecting the **Organizations** Click the <**OK**> button Organizations ✕ Find % Organization (AUG TDA) HQ 67 CBT SPT BN (FWD) NGARWV9198 01 (ROTC) EDINBORO UNIV OF PA ARTCW0MT91 01 **** DATA MASKED AF03EB03FF5T01 **** DATA MASKED AF0DRF0DFNS701 **** DATA MASKED AF0RAT0RHR0101 **** DATA MASKED AF0RKB0RHBB101 **** DATA MASKED AF0RKB0RHBB201 **** DATA MASKED AF0RKB0RHR0201 **** DATA MASKED AF0RKU0RHB1401 **** DATA MASKED AF0RKU0RHB2K01 **** DATA MASKED AF0RKU0RHB2W01 **** DATA MASKED AF0ROP0RHR0301 **** DATA MASKED AF0ROP0RHR0401 **** DATA MASKED AF0ROP0RHR0501 Find OK Cancel
	The **Position** window opens with *Organization* data field populated • The *Organization* prints on the NPA. Organizations are centrally maintained at the PAS Code or UIC Level. Contact your component for adding an organization to the list.
11	The *Location* data field (GSA Location) automatically populates from the organization selected and prints on the NPA. **Notes:** If the duty location is different from the organization location, you can override it with the correct duty location.

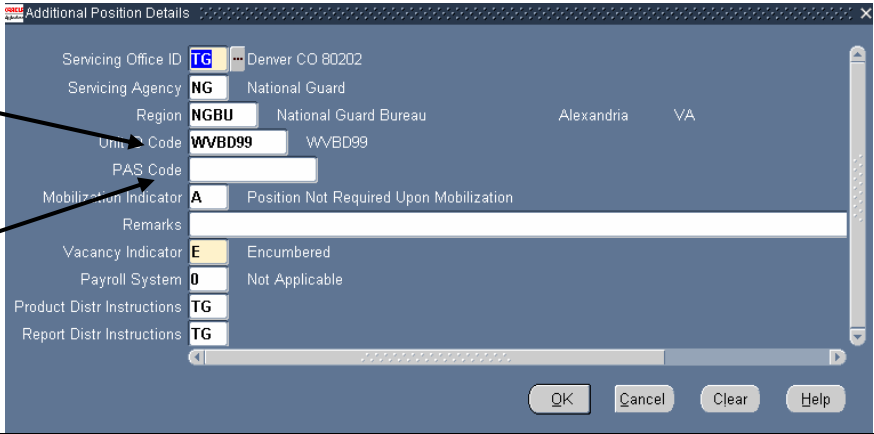# Building a NAF Position, Continued

Completing the Position Window and Flexfields (continued)

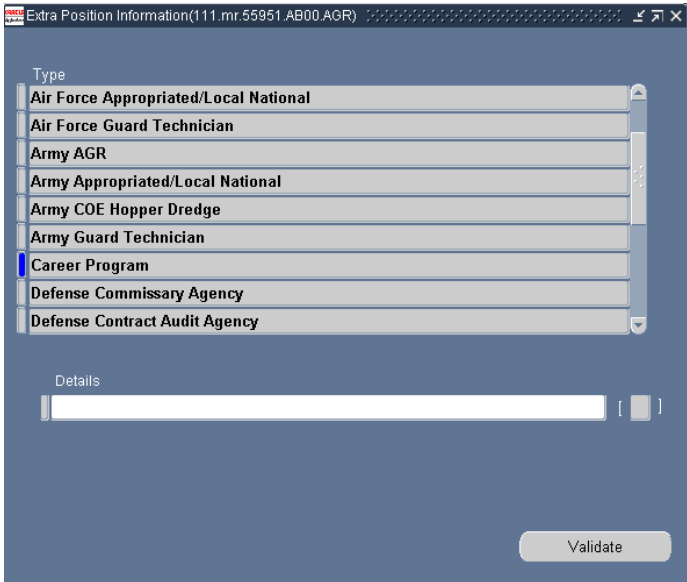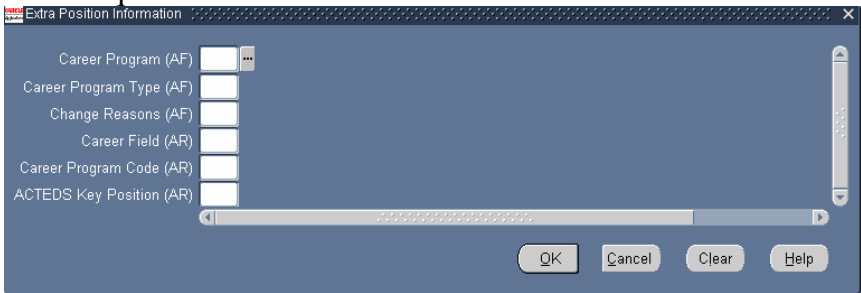| Step	Action
12	Click in the *Job* data field and enter the four digits of the occupational series (Ex: 2005, 0318, etc.). Tab to display the description or click the LOV icon to invoke the jobs window enter a % then click the **<Find>** button select the job and click the **<OK>** button
13	Click in the *Status* data field then click the LOV icon to select the availability status. **Hiring Status** Status Click the **<OK>** button
14	Click in the **Descriptive** Flexfield [ ] (after the Status Box) to add additional position details.

Building a NAF Position, Continued

Completing the Position Window and Flexfield (continued)

Step	Action
15 Army uses Unit ID Code AF uses PAS Code	The **Additional Details** window opens. Use the LOV or type the information in the data fields. *Additional Position Details* Servicing Office ID TG ··· Denver CO 80202 Servicing Agency NG National Guard Region NGBU National Guard Bureau Alexandria VA Unit Code WVBD99 WVBD99 PAS Code Mobilization Indicator A Position Not Required Upon Mobilization Remarks Vacancy Indicator E Encumbered Payroll System 0 Not Applicable Product Distr Instructions TG Report Distr Instructions TG [OK] [Cancel] [Clear] [Help]
📝	**Note**: The *Servicing Office ID* and *Region* must be consistent to enable automatic population of *Personnel Office ID* in the **US Government Position Group 1** Flexfield.
⚠️	**Note**: *Product Distr Instructions* and *Report Distr Instructions* are based on *Servicing Office ID* and automatically populate during the initial entry with the ability to override. Ensure the proper codes are entered to indicate your code, if different. **Caution:** However, if you do override either of these two elements, and later change the *Servicing Office ID,* you must ensure the codes are correct and make changes if required.
16	Click the **<OK>** button. The **Position** window opens with the [TG] **Descriptive** flexfield populated.
17	Click **Save** 💾 icon on the Toolbar. The message line at the bottom indicates: "Transaction complete: 1 records applied and saved." Status **Invalid** The *Status* **field shows "Invalid" at this point**

Building a NAF Position, Continued

Completing the Position Window and(continued)

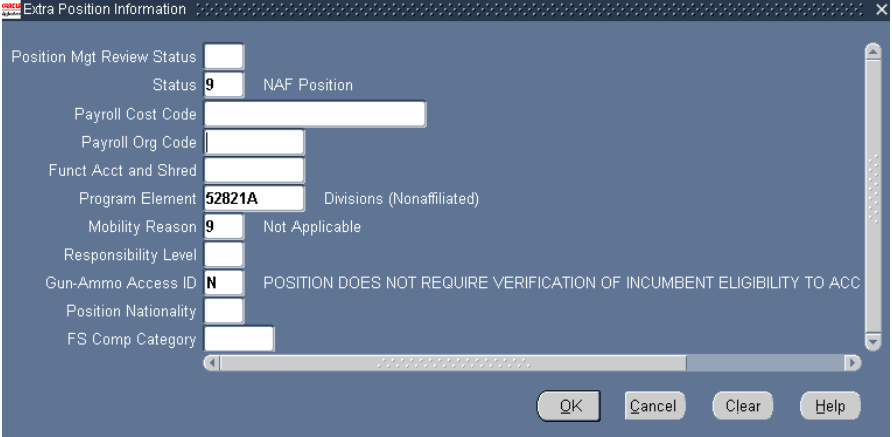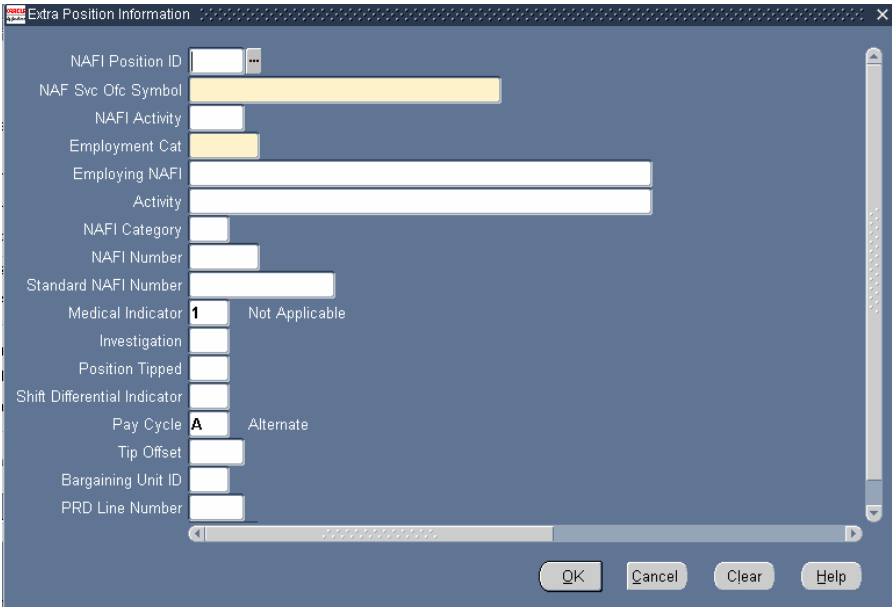| Step	Action
18	Click the**<Extra Information>** button at the bottom of the **Position** window.
19	The Extra Position Information window opens with position data on the Title Bar. Under Type, select Career Programs then Click in Details. (The Details box will be blank.)
20	On the **Career Program** flexfield, use the LOV or type in the data in the required data fields. **Note:** • For **Air Force**: Use this flexfield if the position is an Air Force Career Program Position. Fill in the first three data fields. • For **Army:** This flexfield is required. Fill in the last three data fields.
21	Click the **<OK>** button and then *Save* your work. The message bar will indicate: "1 records applied and saved."

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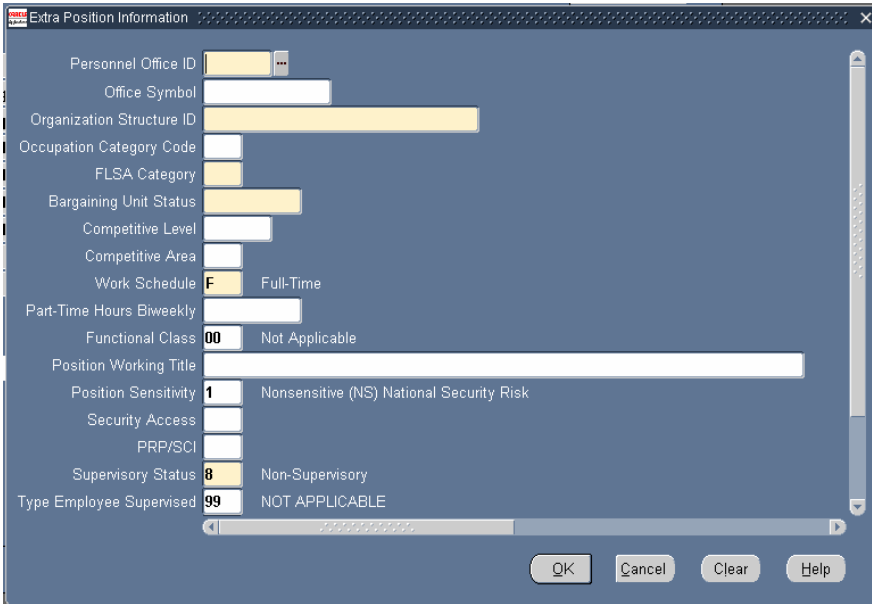
Building a NAF Position, Continued

Completing the Multiple Agency Flexfield

Step	Action
22	The **Extra Position Information** window opens again. Use the scroll bar to select *Multiple Agency Information.*
23	Click in *Details.* The **Multiple Agency Information** flexfield opens with some fields populated.
24	Type in the information in the data fields or use the LOVs.
25	Click the <**OK**> button then the *Save* icon**.**
26	The **Extra Position Information** window opens again. Use the scroll bar to select **Non Appropriated Fund** from the list. Type in the information or use the LOVs to select from
27	Click the <**OK**> button then the *Save* icon**.**

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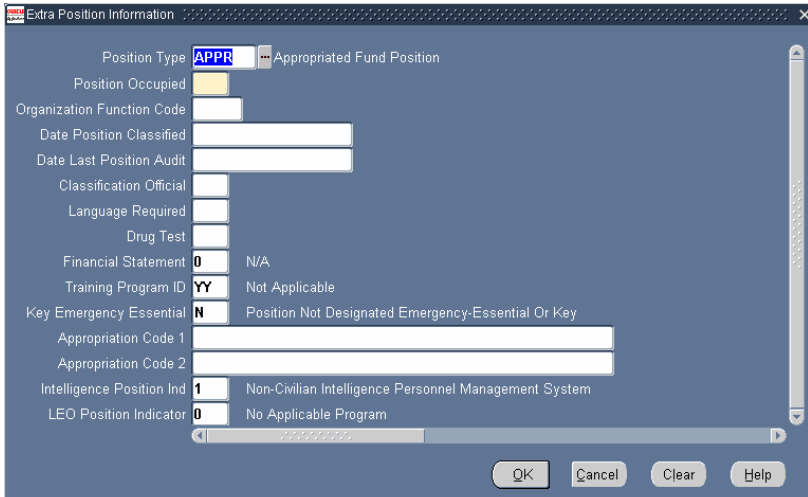
Building a NAF Position, Continued

Completing the US Federal Position Group 1 Flexfield

Step	Action
28	The **Extra Position Information** window opens again. Use the scroll bar to select **US Federal Position Group 1** Click in *Details* data field
	Note: Some data fields are auto-populated and should be changed if not correct for this position, or ignored, if Army or AF NAF does not use it. **Do not** delete the data.
	Type the information in the data fields or use the LOVs to select the appropriate data.
	Note: The *Servicing Office ID* and *Region* entered on the **Additional Position Details** window earlier are combined and auto-populate *Personnel Office ID* or will give you a reduced list to make your selection. If the two data items are not consistent, it will not populate or provide you with a reduced list. You must go back to the **Position** window, Descriptive flexfield **[ ]** and review previous input.
29	Click the <**OK**> button then Click the *Save* icon

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Building a NAF Position, Continued

Completing the Federal Position Group 2 Flexfield

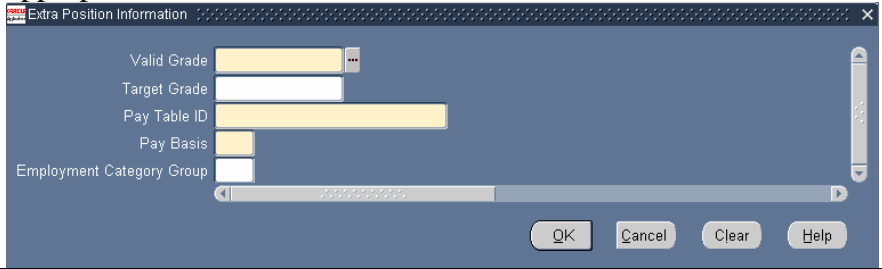| Step	Action
30	Select **US Federal Position Group 2**.
31	Click in the *Details* data field. The flexfield opens.
32	Use LOVs or type the information in the data fields
33	Click **<OK>** and Save

Completing the US Government Position Obligated Flexfield

Step	Action
34	In the **Extra Position Information** window, select **US Federal Position Obligated** and click *Details*. The flexfield opens. **Note:** For AF NAF, use this information if the position is obligated to an employee. When an employee vacates the position, but has return rights to the position from an overseas tour, a temporary promotion, or military service, this window obligates the position until the employee returns or the obligation expires. *For Nonappropriated Fund positions, this process is not recommended and is not required for NAF*.
35	Use the LOVs or type in the data: **Note:** This data is required input if the position is obligated; however, you may find it easier to just build another position in which to return the employee. Optional Input.
36	Click **<OK>** and **Save.**

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Building a NAF Position, Continued

Completing the US Government Valid Grade Information Flexfield

Step	Action
37	On the **Extra Position Information** window, select **US Federal Valid Grade Info.** The flexfield opens. Using the LOVs, select the appropriate data: Extra Position Information Valid Grade Target Grade Pay Table ID Pay Basis Employment Category Group OK Cancel Clear Help
38	Click the <**OK**>button and **Save**.

Validating the Position

Step	Action
39	Close the **Extra Position Information** window to return to the **Position window**.
40	Click the **<Validate>** button**.**
41	If the position does not validate, you will receive a dialog box with an error message of data fields to fix. • Retrieve the **Extra Position Information** Flexfield(s) and make the corrections. • After correcting, return to the **Position** window to save your changes and validate the data. • Repeat until the **Position** window opens "Valid" in the *Status* Box.
42	If the position validates, the *Status* Box on the **Position** window opens "Valid."

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Building a NAF Position, Continued

About this Position

Step	Action
1	Follow these steps to retrieve additional information about the position. Click **Help** on the toolbar and click **About This Record**.
2	The **About This Record** dialog box opens. It provides information on who created the position and when, the table name, who updated the position and when, etc.
3	Click the**<OK>** button to return to your action.

Exiting the Position

Step	Action
1 ⚠	**Caution:** If you used the *Alter Effective Date* window to change the effective date of this position, click it again and click **"Reset"** to change the system date back to the current date.
2	Click **Action** and **Close** Form on the Toolbar, or click the **X** at the top right-hand corner on the **Position** window to return the **Navigation List**.

Building a NAF Position's Organization Address (POA)

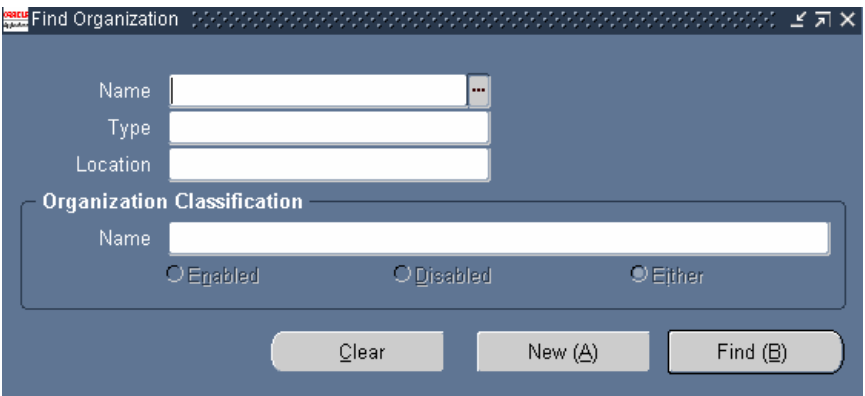|	
Purpose	This section explains how to build a NAF **Position's Organization Address (POA).**

Note: This procedure will be required when a new organization has been added to the Position Hierarchy at the local level.

Definition	**Position's Organization Address (POA)** - populates the "*TO*" and "*FROM*" data fields on the Request for Personnel Action (RPA) and the Notification for Personnel Action (NPA).

- When you build the position address, it will be available in building a position for a new organization.

- To access the address, use the **Building a NAF Position** procedure **after** you have completed **Building a NAF POA.**

- The *Position's Organization* data field is located in the **Extra Position Information** window in the *US Government Position Group 1* flexfield window**.**

Accessing the Organization Window

Step	Action
1	**Navigation Path** ∏ *Work Structures* ∏ *Organization* ∏ *Custom* ∏ **<Open>**.
2	The **Find Organization** window opens click the **<New>** button

Building a NAF Position's Organization Address (POA),
Continued

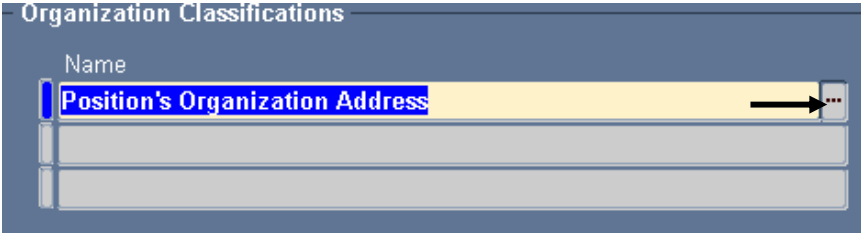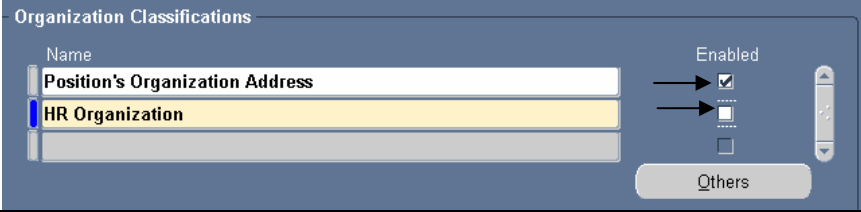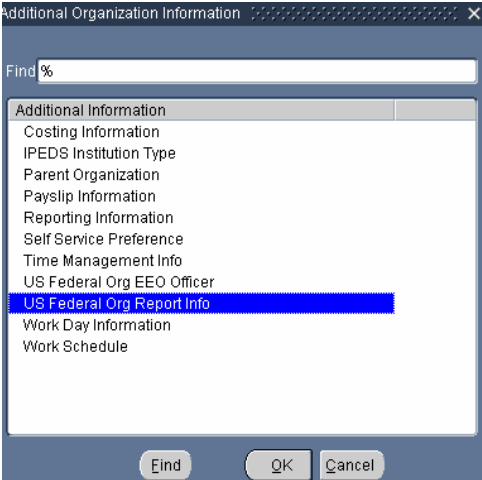**Completing the Organization Window**

Step	Action
2 con't	The Organization window opens with the *From Date* data field populated and the *Internal or External* data field populated with **Internal**. In the **Name** data field of the **Organization** window, enter the unique name to identify the position's address
	Ex: For AF NAF: NAFCL1LF35R51A7 equates to a NAF Record:
	CL = Servicing Office ID,
	1L = MAJCOM,
	F35R = Manpower Information,
	51 = Morale, Welfare, Recreation Fund,
	A7 = Human Resources Office.
	For Army NAF: NAFWOU4AAHEIKE equates to NAF record:
	WOU4AA = UIC;
	HEIKE = Installation Code, Fund Code and Activity, for example:
	HEI = Morale, Welfare and Recreation fund
	KE = Officers Club
	Note: If you built the position earlier, or will be effecting the action prior to the current date, set the **Alter Effective Date** 🗓 to match; otherwise, you will get a **"Date warning message."** Do not complete *Location* or *Location Address*. Click the *Save* icon.

Building a NAF Position's Organization Address (POA),

Continued

Completing the Organization Window (continued)

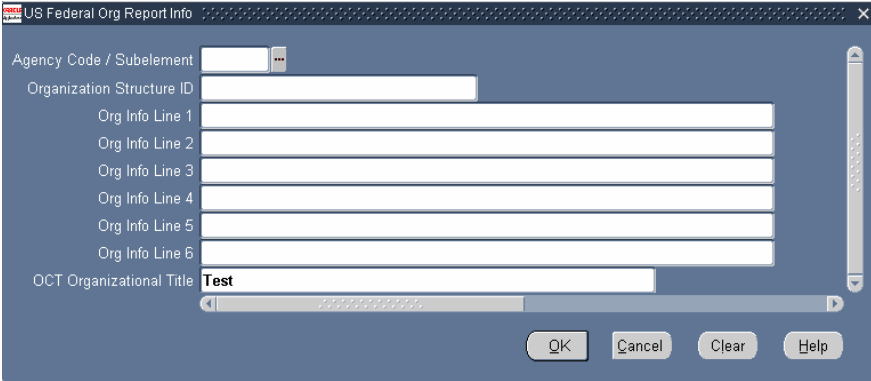| Step	Action
3	In the *Name* data field under **Organization Classifications** click the LOV icon to select *Position's Organization address* Then click in the enabled check box ⚠ **Caution:** There is a size limitation of 18 characters when building the name of the new POA.
4	Click in data field below **Position's Organization address** then click the LOV icon to select HR Organization click the check boxes to insure both are now activated.
5	Click the *Save* icon
6	Click the <**Others**> button and Select *US Federal Org Report Info*. Click the <**OK**> button.

Building a NAF Position's Organization Address (POA),
Continued

Completing the Additional Organization Information Flexfield

Step	Action
7	The **Additional Organization Information** window opens. Click in the blank data field. The **US Federal Org Report Info** flexfield window opens. **Caution:** The first two data fields must be left blank. (They **are not** connected to any other data fields, nor are they usable once you leave this form.)
8	Type in the organization address information in the Org Info Lines 1-3 Click the <**OK**> button
9	The **Additional Organization Information** Detail is populated with the Organization Address. Click the **Save** icon, Then click the<**OK**> button. When building another POA click on the New icon to begin a new POA.
10	The **Organization** window opens. The new **Position's Organization Address (POA)** is now available in the position by clicking the LOV for Position's Organization in *US Federal Position Group 1* flexfield window.
11	Click **File** on the Main Menu then **Close Form**

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